

This is in response to the correspondence dated October 25, 2007 regarding the committees procedures for obtaining the Employer and Occupation of all contributors. The procedures are as follows:

1. A written letter is mailed to the contributor upon receipt of the Treasurer, requesting the missing information..
2. The letter gives the contributor the option of returning the requested information  
by fax or in the self addressed stamped envelope enclosed.
3. This process is repeated within two weeks of the previous request.
4. A third request is mailed two weeks after the second request.
5. All information is updated as received.

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